



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-3000

NTCGLAKESINST 4650.1B
N22

MAY 24 2001

NTC GREAT LAKES (COMPLEX) INSTRUCTION 4650.1B

From: Commander, Naval Training Center, Great Lakes

Subj: SHIPMENT OF ADMINISTRATIVE MATERIAL

Ref: (a) NAVSUP Manual, Vol. V, Chapter 2, Part K,
Para 52558

Encl: (1) DD Form 1149, Requisition and Invoice/Shipping
Document (Sample)

1. Purpose. To provide procedural guidance for activities requiring shipment of administrative materials by a commercial air express or small parcel carrier.

2. Cancellation. NTCGLAKESINST 4650.1A. This instruction has been substantially revised and should be reviewed in its entirety.

3. Definition. Administrative material shipments are defined as correspondence, such as personnel records, payroll records, laboratory samples (except whole blood and urine specimens), computer disks, X-rays, publications/technical manuals not requisitioned through the supply system, contracts, financial documents, blueprints and similar documents. Administrative material shipments should be utilized only when competent authority has determined the shipping requirement is a necessary option in lieu of regular postal service delivery.

4. Background Information. Per reference (a), all administrative shipments must be routed through the Traffic Branch, Warehouse/Transportation Department, Supply and Logistics, Naval Training Center (NTC), Building 3502. The Freight Rate Specialist is responsible for selecting the most economical method of movement and ensuring that shipments are properly packaged, labeled, marked, and delivered expeditiously.

5. Action

a. Requesting Activity

MAY 24 1964

(1) For each shipment, prepare a Requisition and Invoice/Shipping Document (DD Form 1149), enclosure (1). Multiple shipments can be included on the same form provided the shipments are being sent to one destination.

(2) Complete all blocks shown as Requisitioner Assigned (RA) on enclosure (1).

(3) The accounting appropriation data is charged from the requestor's local funding authorization. Cite a line of accounting, chargeable to the requestor, in Block 4 of enclosure (1) as required by reference (a).

(4) Annotate the date by which the delivery must be completed in Block 7.

(5) Have the official authorized to procure services, for the requesting activity, sign in Block 10.

(6) Describe the items shipped, in Block 4(b). This block must also contain a point of contact and telephone number for possible questions concerning the shipment.

(7) Deliver the item(s) with the DD Form 1149 to Traffic Branch, Warehouse/Transportation Department, Supply and Logistics, Building 3502, no later than 1330. High priority/urgent shipments received after the carrier has picked up will be prepared by the Traffic Branch. If requested, the Traffic Branch will request a carrier pick-up at the customer's activity or the customer may deliver it to the carrier's facility.

(8) Forward a copy of the DD Form 1149 to the requestor's authorized accounting activity for obligation purposes when shipment is accepted by Traffic Branch, NTC Warehouse/Transportation Department, Supply and Logistics.

(9) The requesting activity will not receive an invoice for carrier service. Responsibility for certification and processing of invoices resides in the Traffic Branch, Warehouse/Transportation Department, Supply and Logistics.

b. Traffic Branch, Warehouse/Transportation Department, Supply and Logistics, NTC

MAY 24 2001

(1) Select the most economical carrier for the shipment based upon delivery date cited in Block 7 of the DD Form 1149 and availability of service.

(2) Cite a Procurement Instrument Identification Number (PIIN) on both the DD Form 1149 and the Commercial Bill of Lading (CBL) prior to shipment.

(3) Return to the requesting activity a copy of the DD Form 1149, which includes pickup date, the CBL number, assigned PIIN, and estimated cost.

(4) Instruct the carrier to submit all administrative shipment invoices/CBLs to the shipping officer for certification. The incoming invoice/CBL will then be matched with the DD Form 1149 on file and certified promptly by the Freight Rate Specialist in accordance with the requirements of the Prompt Payment Act.

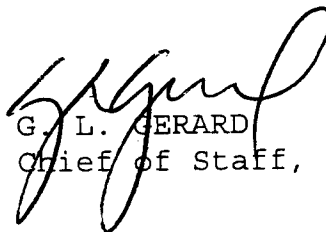
(5) Forward the certified invoice to Defense Finance and Accounting Service (DFAS) Pensacola Operating Locations, Code FPOA, PO Box 33900, Pensacola FL 32508-3900.

c. Paying Office

(1) Process all charges by requisition number, PIIN, and chargeable line of accounting, as cited on the DD Form 1149.

(2) Charge interest penalties assessed under the provisions of the Prompt Payment Act to the Certifying Unit Identification Code (UIC).

6. Point of Contact. Assistance or further information may be obtained through the NTC Freight Rate Specialist at 688-4706.



G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I & II (Case A)

